



CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONTROLLER, OFFICE OF STATE THE	RELEASE DATE:	Thursday, January 10, 2013
POSITION TITLE:	CEA Level V, Chief of Operations	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$10,520.00 / Month	BULLETIN ID:	01102013_2

POSITION DESCRIPTION

General Nature: The Office of the State Controller (SCO) is currently examining for and recruiting to fill our vacant Chief of Operations position, with the responsibility for policy direction and oversight of various divisions within the Office. This position will function as a member of the Senior Executive Team and will assist in rounding off a comprehensive management structure within the SCO. Anyone considering the submission of his/her applications should have a thorough understanding of the responsibilities of this office and possess a well-rounded familiarity with government processes.

If you have a established pattern of managerial oversight, a keen history of developing successful relationships with various governmental and/or regulatory authorities, and demonstrable understanding of operations within an organization, then consider competing for this vacancy. **General Description:** The Chief Operating Officer position is required to exercise independence in daily and long-term planning for program growth and development. The selected candidate must also interact effectively with other senior level management staff of other "control" agencies such as the Public Employees Retirement System, the Department of Finance, the Board of Equalization, the State Treasurer's Office, the Assembly/Legislature, and various other dignitaries

With general direction provided by the Chief of Staff and/or State Controller, provide and set direction and policy for four (4) operational divisions and maintain responsibility for promoting the mission the State Controller's Office. In addition, this position will apprise the Chief of Staff/State Controller of major state and national developments affecting issues that fall within the jurisdiction of the State Controller's Office. Specific duties include, but are not be limited to the following:

Essential Functions: (Candidates must perform the following functions with or without reasonable accommodations.)

- With approval from the Chief of Staff/State Controller, set department policy using independent

judgment regarding operating matters related to program restructuring, reorganizing/re-engineering, and program direction; • Make management decisions affecting four (4) operating divisions concerning programmatic and legal issues and fiscal developments affecting administration of the Office. These divisions include the Division of Accounting and Reporting, Unclaimed Property Division, the Division of Audits, and Fi\$Cal Business Partnership; • Provide recommendations based on informed knowledge of the Office's mission and statutory requirements for technologically advantageous methods to accomplish the goals of the Office; • Define issues of a potentially politically sensitive nature and develop an action plan to address all facets associated with the Office of the State Controller; • Acts in a senior executive capacity in the Chief of Staff's absence, with full authority to make decisions affecting the Office's fiscal management; • When required, represent the State Controller's Office before various groups in connection with budgetary, operational changes designed to improve efficiency, or information requests with entities such as the Department of finance, the State Assembly, the State Legislature, or other control agencies. • Provide leadership oversight to subordinate Executives establishing management development strategies in terms of succession management; • With authority granted from the Chief of Staff attend various boards and commission meetings to represent the interests of the State Controller's Office; • Function as a Senior Executive Staff member working closely with the Chief, Administrative Officer in terms of operational issues and approved structure changes.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government

including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

> Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Fiscal Officer of the State of California and a member of boards and commissions; > A functional knowledge of California State Government processes; > Demonstrable experience interacting with various governmental entities (i.e. Department of Finance, California State Legislature, etc.);

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be

conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA Level V, Chief of Operations**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commiserate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for said vacancy. Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and NO MORE than TWO pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, HR/Examinations
300 Capitol Mall, Ste #300, Sacramento, CA 95814
Dave Spring | 916-322-2791 | dspring@sco.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)